ABSTRACT

All Commission reports are required to have a short, concise abstract about the report. An abstract is a brief summary of the report and should be between 150 to 250 words — about ½ page, single-spaced. (You can use the "Word Count" in the "Tools" menu of Microsoft Word to get a count of the number of words.)

A way to write an abstract is to think about describing the report to a friend in a casual conversation. It should include the purpose of the report, if it is supporting document to other reports, and summarize any conclusions that are made in the report.

More information on writing an abstract can be found in the style guides listed below.

- *The ACS Style Guide: A Manual for Authors and Editors* by Janet S. Dodd. pp. 5-6
- *Publication Manual of the American Psychological Association*, 4th ed, 1995 pp. 8--11

KEYWORDS

All reports should include keywords that will help search engines and other databases keep track of what a report is about. Keywords should be separated by commas with no ending punctuation. For example:

Keywords

Solar, photovoltaic, PV cells, PV panels, electricity production, distributed generation